AC Town Hall

- This is the last one
- Megan’s Law
- Portable AC Agreement form
- Credit for Attending
- Secure your dog/cat on delivery day
- Install location cleared
- Break it! No guarantee of replacement or repair
- (2) AC’s only!
- Brief and instruction available on-line

AC Town Hall
Portable AC Agreement Form

- Name
- Rank
- Last four SSN
- Address (example: 109 Two Mile)
- Initials next to six paragraphs
- Resident Signature
- Date (date you attended town hall)

Safety Precautions For the Ap410W/ Ap510 Portable Air Conditioners

- Transport the portable air conditioner in an upright position only. If the unit is tipped over, make sure it stands upright for **at least 3 hours** prior to turning it on.
- Always place the unit on a level surface.
- In order to cool, the hot air from the exhaust port in the rear of the portable air conditioner must be exhausted outside the room.
- This portable air conditioner is designed to operate in an ambient temperature of 61-97 F.
- This portable air conditioner has been designed for residential use.
- Always turn the portable air conditioner off before unplugging it.
- Always use the control panel to start or stop the portable air conditioner.

Safety Precautions For the Ap410W/ Ap510 Portable Air Conditioners

- Always allow for air flow around the portable air conditioner of a least 20”.
- Always turn off the portable air conditioner when not in use.
- Always turn the portable air conditioner off and unplug it after use, before cleaning, before carrying out maintenance, and before moving it.
- The filter must be used at all time. When removing the filter for cleaning, turn off the unit and unplug it.
- Make sure all children are properly supervised around this portable air conditioner.
- Do not use this portable air conditioner for other than it’s intended use

Safety Precautions For the Ap410W/ Ap510 Portable Air Conditioners

- Do not tilt the portable air conditioner.
- Do not cover or obstruct the intake or outlet grills.
- Do not use the portable air conditioner in a wet room – such as a bathroom or laundry room- to avoid the possibility of shock.
- Do not bend or crush the exhaust hose while in use.
- Do not sit on, or place articles on, the portable air conditioner.
- Do not touch the portable air conditioner with wet or damp hands.
- Do not let chemical substances come into contact with the portable air conditioner.
- Do not use the portable air conditioner in the presence of flammable substances or vapors such as alcohol, insecticides, gas, etc.
- Do not use the plug to start or stop the unit.
- Do not yank on the electric cord or place it near a source of heat. If the electric cord is damaged, it must be replaced by an authorized service agent.

Installation of the Ap510 Portable Air Conditioners

- In the living room
  - ***Notes***
- The exhaust hose supplies with the portable air conditioner can be extended form 14 ½” to 59”. However, the shorter the hose, the more efficient the unit will perform.
- Try to prevent any kinks or bends in the exhaust hose. Kinks or bends may trap exhaust air, which can radiate heat into the room or potentially cause the portable air conditioner to shut itself off.
- The exhaust hose supplied with the portable air conditioner has been specifically designed for this air conditioner. Do not lengthen the hose or replace it with any other hose.

Installation of the Ap410 Portable Air Conditioners

- In a bedroom

Delivery & Installation of the Portable Air Conditioners

- The Vista Del Sol Portable Air Conditioner Installation Team will follow the following procedures(s) when installing the Portable Air Conditioners.

- The names and address from each town hall meeting will be gathered and then the team will break down said names and address into the three prospective areas, Joe Davis, Aztec, and Two Mile.

Delivery & Installation of the Portable Air Conditioners (Cont.)

- Delivery will rotate each day starting with Joe Davis and continue in a circular fashion until all units have been delivered or any given area has been completed. All areas will be completed prior to returning to those names of individuals who failed to comply with the pre installation requirements.

- Once it is determined, who the potential customers will be for any given day, a list will be produced and notification will be given to each tenant in the prospective delivery area as to what date and time their air conditioners will be delivered. ***It imperative that you provide the team with a valid, working, contact phone number to ensure notification.*** Failure to do so will result in your being removed from the delivery schedule.

Delivery & Installation of the Portable Air Conditioners (Cont.)

- Installation will take between 30 & 45 minutes per house and the team will try to complete 16 deliveries per day.

- Once a date and time is given **it is the tenant's responsibility to ensure that they are present, the area for installation is cleared, and that pets are secured.** Failure to comply with any of these requirements will result in not only that particular tenant being passed over for delivery of the air conditioner on that day but, they will also be moved to the bottom of the overall delivery list for all the units.
- Installing
  - plastic window kit.
  - Screen will remain in place.
  - Window lock

Delivery & Installation of the Portable Air Conditioners (Cont.)

- Each day, individuals in the area of installation, may contact the Team leader and request to be put on the stand by list. **This list <u>will only be good for that day</u> and <u>individuals</u> from that list <u>will only be called should a vacancy present itself</u> because someone has failed to comply with the installation requirements.**

- Should a vacancy present itself, the Team Leader will call the first person on the list **<u>once</u>** if the individual is not contacted the leader will move down the list. Anyone asking to be placed on the list understands that they must meet all the installation requirements or suffer the same faith as those already on the schedule for the day.

Maintenance

- The AP410/AP510 Portable Air Conditioners requires some maintenance.
- Always unplug the portable air conditioner before performing cleaning or maintenance.
- ***Never*** hose this unit down or attempt to clean it with a dripping wet sponge or cloth.
- Use a soft damp cloth to wipe the body clean
- Never use harsh chemicals, gasoline, etc. t clean the portable air conditioner – they may cause permanent damage to the surface.

Maintenance

- Make sure the unit is off.
- From time to time, run the hose attachment from a vacuum cleaner over the air intake on the side of the unit. This will help clean household dust out of the condenser coils and allow the unit to run as efficiently as possible
- Position the drain tray on the floor beneath the drain.
- Unscrew the drain cap from the drain. Remove the rubber plug from the drain.
- When the drain tray is almost full, insert the rubber plug back into the drain and screw the drain cap back onto the drain.
- Empty the drain tray.
- Repeat the process if necessary.

Prefilter Maintenance

- The prefilter on the back of the unit collects dust contained in the air. It must be cleaned periodically to keep the portable air conditioner operating at maximum efficiency. We suggest that you clean the prefilter once every two weeks – or more if it operates in a dusty environment.
- Do not bend the prefilter!

Cleaning the prefilter

- Remove the filter frame from the portable air conditioner (as described in step one of “Installing the charcoal filter”).
- Use a vacuum cleaner’s brush attachment to suck the accumulated dust off the prefilter.
- If the prefilter needs more thorough cleaning, remove the charcoal filter (follow the instructions for “Installing the charcoal filter”, but remove the charcoal filter instead).
- Scrub the prefilter gently in warm water.
- Do not use water warmer than 104 or soapy water.
- Allow the prefilter to dry completely.
- Reinstall the charcoal filter into the filter frame.
- Replace the filter frame into the portable air conditioner.

Installing the charcoal filter

- This portable air conditioner comes with an activated an activated charcoal filter. This filter fits into the filter frame between the air conditioner and the prefilter. The prefilter faces the exterior of the unit and serves as the first filter for airborne irritants. The prefilter is washable and can be reused indefinitely. The charcoal filter absorbs odors, smoke and gases into itself; it will lose its effectiveness over time.
- Grasp the filter frame (it slides in and out of the top back of the portable air conditioner) and pull up until it slides completely out of the unit.
- Lay the filter frame on a flat surface, and remove the plastic grid from the filter frame.
- Lay the charcoal filter on the inside surface of the prefilter. Replace the plastic grid in the filter frame.
- Insert the filter frame back into the portable air conditioner.

Long Term Storage

- At the end of the season, or when every you do not plan to use the portable air conditioner for an extended period of time, we suggest you take the following steps:
- Unplug the unit.
- Completely drain the internal water reservoir.
- Clean the prefilter.
- On a warm sunny day, operate the unit on fan mode for a few hours to completely dry it out.
- Wind the power cord about the storage hooks on the back of the portable air conditioner.